

Kansas Adjutant General's Department Orientation Checklist

Employee's Name: _____	Date Started: _____
Position Title: _____	Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Exempt <input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> 999'r <input type="checkbox"/> Regular <input type="checkbox"/> Temp <input type="checkbox"/> Benefits <input type="checkbox"/> No Benefits <input type="checkbox"/>

HUMAN RESOURCES

	Orientation Information	Material Provided	Date Completed	HR Initial	Employee Initial
	COMPENSATION Time Sheets/Pay Days & Pay Periods	Example of Time Sheets Time Recording Guidelines KPERs Holidays & Pay Schedule Employee Self Service Instruction			
	Deductions	W-4 K-4 Direct Deposit Form			
	BENEFITS Leave Policies	Leave Policy Funeral Leave Policy FMLA Guideline Inclement Weather Policy Leave Accrual Charts			
	Overtime	Hours of Work Guidelines KOS/Non-KOSE OT Agreement Overtime Request Form			
	Holidays	KPERs Holidays & Pay Schedule			
	Group Health Insurance Flexible Spending Account	Employee Benefit Booklet Enrollment Forms			
	Retirement	KPERs Beneficiary Form			
	Other Insurance	Life & Disability Booklets Optional GLI Form Worker's Comp Flyer Designation of Beneficiary Form			
	Deferred Compensation	Information Given			
	POSITION Classified/Unclassified				
	Type of Appointment				
	Performance Review	Performance Review Guidelines			
		Probationary Period Guidelines			
		Position Description			
	Oath of Office	Oath of Office			
	GENERAL Personnel File	Employee Data Sheet			
	Security Clearance/CAC Card	Security Clearance Policy Felony Policy			

	Position Openings	Where to find			
	Worker's Compensation	Worker's Comp Form 27 Memorandum dated 4/18/2011			
	Grievance Procedure	Dispute Resolution Policy			
	Employee Assistance Program	HealthQuest Brochure			
	Sexual Harassment	Productive Work Environment Policy			
	Workplace Conduct	Behavior of Employees Personal Appearance Policy Attendance Policy Whistleblowers Act Substance Abuse			
	Ethics Guidelines	Conflicts of Interest Guidelines			
	Adjutant General's Dept Org	Org Chart			

INFORMATION TECHNOLOGY/CAC

	Orientation Information	Material Provided	Date Completed	IT Initial	Employee Initial
	CAC CARD				
	AKO Account	Register inline			
	CAC Card	Obtain			
	E-MAIL ACCOUNT/Computer				
	IT Policy	Agreement Form			
	Online Training Courses	https://ia.gordon.army.mil/login.asp			
	KS Domain Request Form	http://ngksc2-web/ks_acct_request.asp			

DEPARTMENT/IMMEDIATE SUPERVISOR

	Orientation Information	Material Provided	Date Completed	Sup Initial	Employee Initial
	POSITION EXPECTATIONS				
	Position Description	Employee and Supervisor sign Position Description return to HR			
	Employee Performance Review	Schedule 90 eval			
	Work Space				
	Work Hours				
	Breaks & Lunch				
	Attendance	Provide phone number to call			
	Professional Dress				
	Telephone Usage				
	Supplies				
	Checking out Equipment				
	DEPARTMENT				
	Overall Functions				
	Tour of Office & Bldgs				
	Machines				
	Mail				